Security Assistance Network (SAN) User Administration

Note: All user group administrators can accomplish the following functions for the SAN Web registered users in their user group. Higher level user group administrators can administer all of the user accounts in the subordinate user groups under them. On the **SAN**, click on **User Information** and then **List user groups and members** to see a current listing of all user groups and their administrators. Registering a user on the SAN Web **does not** *automatically* establish an **Email account** for the user. This must be done separately.

Contact Mr. Jim Hensley at DISAM, james.hensley@disam.dsca.osd.mil

User Administration

All user group administrators must have access to the **User Administration** function on the SAN Web **main menu**. If you do not, contact Mr. John Clelan at DISAM (see *Preface* for contact information).

Log on the SAN. (SAN URL address is https://san.osd.mil/san/login)

Click on User Administration on the SAN Web main menu.

There are *three* ways to access the **user accounts** that you are responsible for.

Click on Work with all of your users to access all users in all user groups that you administer.

Then, *click* on the **first letter** of the last name to go to the page containing the desired user.

Or.....

	Select action					s start	ing wit
Modify User	Organization\\ Job Title	Coden	Change Grp or Remove	Last Login Last Email	SAARMS\ ISTL	Status	
AWNI ABAZA	MAP FSN JORDANN	JO//	1C2D	09/17/2001 04/08/2002	None\ JO	ACT	
MS MARI ABBATE	NETSAFA (CENTCOM, CTRY MGR)\\ TRNG MGR	NAV\\	<u>1A2</u>	04/08/2002 04/19/1999	None\ None	ACT	mari
MR YORONTOU ABDOU	DAO NIAMEY, NIGER\\ PROGRAM ASSISTANT	NK//	1C3	04/05/2002 N/A	None\ NK	ACT	<u>Y</u>

To find the user faster (without calling up all of your users) *click* on **Work with a few of your users**.

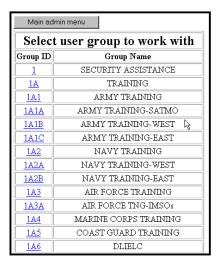
Type in the first few letters of the last name and click on **Find matching users**.

Or.....

D.	User Administration					
**	Select User					
Enter first few letter of	' user's last name mik					
Enter first few letter of	user's user name					
Enter first few letters of Count	try/location code					
Enter CLASS (O-1-01 or TO-1	-01 for example)					
Enter cut-off date fo	or last system use					
Find users matching ANY of abo	ove Find users matching ALL of above					
Previous Menu						

To access all users in a specific user group, *click* on **Work with one of your user groups**.

Click on the **Group ID** number to access the list of all users in that group.

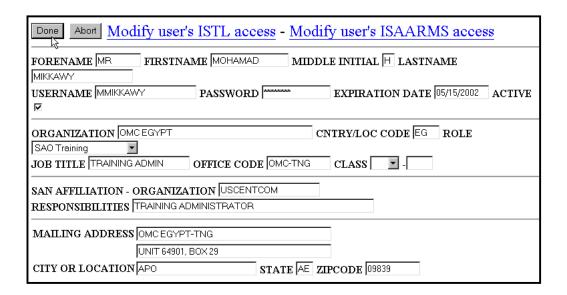


After you have located the user, *click* on that person's *hyperlinked* name in the list of users to **access** the user's account. To **change the assigned user group** or **remove the user**, see applicable instructions at the end of this Appendix.

Once you have accessed the person's **User Account Information** screen, you can make any desired changes to the user account.

An active account requires a valid:

- User Name
- Password
- Password Expiration Date
- Active check box



EXPRESS MAIL ADDRESS
CITY OR LOCATION STATE ZIPCODE
MESSAGE ADDRESS INTERNET ADDRESS mmikkawy@san.osd.mil COMMERCIAL PHONE 20-2-357-3979 FAX NUMBER 20-2-357-2273 DSN 725-1456×3979
Account was requested by:
Done Modify user's ISTL access - Modify user's ISAARMS access

Informational content must conform as follows:

- 1. Forename—Enter Mr, Ms, MAJ, Lt Col, etc.
- Username—Enter First Initial followed by Last Name
- 3. **Password**—Enter 8 characters: alpha, numeric, special, & upper/lower case.
- 4. Expiration Date—Can be up to 90 days.
- 5. **Active**—Check to make account active.
- 6. Organization—Example "OMC Egypt."
- 7. Cntry/Loc Code—Two character FMS code, Chap 6 of SAMM.
- 8. **Role**—Example "SAO Training," etc.
- 9. **SAN Affiliation**—Unified Command for SAOs.
- 10. **Mailing Address**—Office mailing address.
- 11. Internet Address—E-mail address used on daily basis.
- 12. Commercial, FAX, DSN Telephone No's—All applicable

Obviously, a user group administrator can *find* a **forgotten password**, *change* user information, and *reactivate* a **user account** in this function.

Click on **Done** to save any changes.

Click on Continue or the Back button to return.

Modifying Access to STL (Training) Data

Click on Modify user's STL access after accessing the user account information above.

Then *click* on **Change User's Country/Service Access**.

If needed, enter the user name and click on Continue.

Click on the **country code** in the drop down menu after **Add Access to country** and click on **ADD Country**.

Accept the **default** selection of **all** Service programs, unless the user manages only one specific service program (E.g.. Air Force program in Saudi Arabia).

Click on Save.

Click on Continue or the Back button to return.

Note: Unified Command personnel should be given access to the training data for all countries within their Unified Command. Certain other users will need to have access to the data for all countries (X7). To do this, instead of *clicking* on **Change User's Country/Service Access** above--

Click on Change User's Unified Command/School(X7) Status.

If needed, enter the user name and click on Continue.

Click on the desired **Unified Command** or click on **Schools(X7)** to give access to all countries. And, *click* on **Done**.

Modifying Access to ISAARMS

Contact Mr. Mike Layton, Michael.Layton@disam.dsca.osd.mil at DISAM to set ISAARMS access.

Registering A New User (Inputting All Data Manually)

Click on User Administration.

Click on Add user to one of your groups.

Select correct **user group** that person should be in.

Scroll to the bottom and click on Add user manually.

Type in all data (in **CAP**s) in accordance with example given in this *Appendix*.

- **Username** should be *first initial*, *last name* (add middle initial if username conflict).
- Password should be the first name (if less than six char's, add as needed).
- Expiration Date of password should be set for six months from current date.
- Click on Active toggle.

Scroll to bottom and click on **Done**.

Click on Continue or the Back button to return.

Registering A New User (From A Registration Request)

Click on User Administration.

Click on Add user to one of your groups.

Select correct user group that person should be in.

Scroll to the bottom and click on Add currently available user.

Select the user **by name** from the list of POC users who have not yet been assigned to user groups. Click on the **name** of the user.

Click on Continue or the Back button to return.

Then, using the procedures as above, *go* into the user's account and *activate* **the account** by ensuring that a **Username**, **Password**, valid password **Expiration Date**, and the **Active** toggle are completed.

Moving A User To A Different User Group

Locate (find) the user as discussed in the beginning of this Appendix.

Click on the Group ID number in the Change Group/Remove column.

Click on the **Group ID** number of the *new* user group.

Click on Continue or the Back button to return.

Deleting A User

Locate (find) the user as discussed in the beginning of this Appendix.

Click on the Group ID number in the Change Group/Remove column.

Click on Remove user from group in the next screen that appears.

Click on **DELETE** to delete the user completely from the system.

Click on **Continue** to execute the complete deletion.

Click on Continue or the Back button to return.